UNITED STATES
POSTAL SERVICE®

ADVANCE
Notification & Tracking System

Technical Guide

May 2000

Address
Management
NATIONAL CUSTOMER SUPPORT CENTER

Contents

ADVANCE Overview

The ADVANCE Notification and Tracking System was developed to help improve the delivery performance of USPS Standard Mail (A) and Periodicals mailings with specific in-home delivery windows. ADVANCE provides mailer delivery performance reports and data for each mailing.

ADVANCE is a service that tracks the delivery process for qualified Standard Mail (A) and Periodicals mailings. Mailers must meet certain requirements for the USPS to post ADVANCE mailings on the Web (see pages 3–4).

Mail Alerts Overview

Mail Alerts were developed to notify delivery units (DUs) and postal managers of scheduled First-Class, Standard Mail (A), Standard Mail (B), and Periodicals mailings for an upcoming month. The notifications are published in *Postal Bulletin*.

Mail Alerts via the Web is a service that uses the ADVANCE infrastructure to distribute the notifications. Mailers must meet certain requirements for the USPS to post a Mail Alert on the Web (see pages 4–5).

The ADVANCE Process

Using ADVANCE to track date-sensitive mailings is easy. At least eight business days before the beginning in-home requested delivery date for a Standard Mail (A) mailing or the preferred delivery day of the week for a Periodicals mailing, mailers are required to provide detailed information about their upcoming mailings to the National Customer Support Center (NCSC) in Memphis, Tennessee. In addition to supplying the two data files containing information on the mailing, Standard Mail (A) mailers are required to provide an actual mailpiece or image of the mailpiece to the NCSC (Periodicals mailers are not required to send the NCSC a mailpiece). The NCSC also requires a copy of the facing slip if one is used in the mailing. The NCSC processes the mailing information before sending the information to the appropriate DUs.

There are approximately 7,500 DUs, which serve over 11,000 ZIP Codes, participating in the ADVANCE system. ADVANCE posts information via the Internet to all participating units that have mail volume that meets or exceeds the mailpiece requirements per mailing. Participating DUs include those having ten or more carrier routes and/or a computer system. ADVANCE may send an advisory notice to all participating delivery offices in which mail volume does not meet the minimum requirements per mailing.

When the mailpieces arrive at the DU, the information is initially updated to reflect the date the mailing was located at the DU. Then, as the delivery events occur, the DU enters when delivery began and when it was completed. Using this process, the District and Area offices can track the mailing to ensure receipt and delivery at the DU.

After the DU has entered the requested dates, ADVANCE provides all the information entered by the DU to the NCSC Bulletin Board System (BBS) and the ADVANCE Mailer Web page, where it can be viewed by the mailer in a password-protected environment.

For More Information

Please contact your USPS account representative; the NCSC at 800-458-3181; Glen D. Cournoyer, National Program Manager at 202-268-3636; e-mail **nadv1@email.usps.gov**, or write

ADVANCE
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

Standard Mail (A) Requirements

To participate in the ADVANCE system, Standard Mail (A) mailers must meet the following requirements:

1. Obtain a Mailer ID

The mailer ID is a 7-character code that uniquely identifies the mailer. To obtain yours, fax or mail a completed ADVANCE Mailer ID Form (see page 19) to the ADVANCE Technical Support Department at the NCSC.

2. Provide Mailing Data to NCSC In One of the Following Formats

- 3.5" or 5.25" diskette

- 9-track tape

- 3480 cartridge

- Electronically via the NCSC BBS, CompuServe® (see page 6), or the ADVANCE Mailer Web page at **advmail.usps.gov**

3. Meet the Mailing Requirements

- Produce non–automation-compatible mailings containing at least 300,000 Standard Mail (A) flats, catalogs, and/or letter-size mailpieces for a mailing that is sent to more than one postal area. This is considered a NATIONAL mailing.

- Produce non–automation-compatible mailings containing at least 150,000 Standard Mail (A) flats, catalogs, and/or letter-size mailpieces for a mailing that is sent to only one postal area. This is considered an intra-area mailing.

  To qualify for an intra-area mailing, a mailer should submit a detail file (see page 11) containing records for only the applicable Postal area. Data for other areas should not be included in this file.

  Note: *Refer to* Domestic Mail Manual *(DMM), section C820, for automation-compatible mail dimensions and specifications.*

- Mail at least 50 mailpieces to any carrier route within a participating 5-digit ZIP Code to generate a tracking notice. If a mailing has less than 50 pieces on all carrier routes within a 5-digit ZIP Code, an advisory notice will be sent to the delivery unit.

  Note: *A list of participating 3- and 5-digit ZIP Codes can be obtained from the NCSC on a 3.5" diskette, downloaded from RIBBS or the NCSC BBS.*

- Provide an image of the mailpiece or a sample mailpiece. The NCSC must also be provided a copy of the facing slip if one is used in the mailing.

  Note: *An actual mailpiece sample is preferred rather than an image.*

- Provide the required data files (see pages 9 and 11) to the NCSC at least **eight** business days before the beginning in-home delivery date. You must submit a header file and a detail file for each mailing.

- Print the requested in-home delivery dates on the mailpiece and/or facing slip. The NCSC must also be provided a copy of the facing slip if one is used in the mailing. The in-home delivery date must be a minimum of two days.

- If you produce mailings that have multiple or differing covers, there must be a separate header and detail file for each cover. This is necessary to enable the delivery units to recognize your mail when it arrives.

> *Note:* *For more detailed information concerning mailpieces, refer to DMM, section C, Characteristics and Content.*

Periodicals Requirements

To participate in the ADVANCE system, Periodicals mailers must meet the same requirements for possession of a mailer ID and required data format as Standard Mail (A) mailers. The following mailing requirements apply only to Periodicals mailers:

- Mail at least 15 pieces to any carrier route within a participating 5-digit ZIP Code.

> *Note:* *A list of participating 3- and 5-digit ZIP Codes can be obtained from the NCSC on a 3.5" diskette, downloaded from RIBBS or the NCSC BBS.*

- If a mailing contains less than 15 pieces for all routes, an advisory notice will be sent to the delivery unit.

- Provide the required data files (see pages 10 and 11) to the NCSC at least eight business days before the preferred day of the week or the publication issue date. A header file must be submitted for each mailing. A detail file must be submitted for every sixth mailing to ensure that specified mail volumes by carrier routes match the actual number of subscriptions.

- Daily publications may only request tracking for one day per week.

> *Note:* *For more detailed information concerning mailpieces, refer to* Domestic Mail Manual *(DMM), section C, Characteristics and Content.*

Mail Alert Requirements

To become a Mail Alert participant, Standard Mail (A), Standard Mail (B), First-Class Mail, and Periodicals mailers must meet the same requirements for obtaining a mailer ID and providing the required data as an ADVANCE participant. The following requirements apply to all Mail Alert participants:

- Produce mailings containing at least 300,000 pieces.

- Provide the required data files (see pages 12–14) to the NCSC at least five business days before the system posting date of the mailpiece to the partici- pating delivery units.

- Provide an image of the mailpiece or a sample mailpiece. The NCSC must also be provided a copy of the facing slip if one is used in the mailing. *

  * Not applicable to Periodicals mailings.

  Note: An actual mailpiece sample is preferred rather than an image.

Each Mail Alert will remain displayed on the Web for five business days after the system posting date.

Media Specifications

Tape Configurations

Recording Technique	Character Set	Density	Label Option	Media
9-Track	EBCDIC	6250 BPI	Non Label	Tape/Cartridge
9-Track	ASCII	6250 BPI	Non Label	Tape/Cartridge
9-Track	EBCDIC	1600 BPI	Non Label	Tape/Cartridge
9-Track	ASCII	1600 BPI	Non Label	Tape/Cartridge
9-Track	EBCDIC	38K BPI	Non Label	Tape/Cartridge

Diskette Configurations

Recording Technique	Character Set	Disk Size	Label Option	Media
MS-DOS Copy	ASCII	5.25 inch	Not Applicable	Diskette
MS-DOS Copy	ASCII	3.5 inch	Not Applicable	Diskette

When sending data on tape, please provide the following information with the tape:

- Ditto of tape

- Specification of 6250 or 1600 BPI

- Record length of header and detail files

- Block size of header and detail files

Note: The tape must be in non-label format.

File Transmission Via NCSC BBS

The USPS operates the NCSC Bulletin Board System (BBS), which is available 24 hours per day and capable of receiving data file uploads from authorized customers. A separate section of the NCSC BBS has been established to allow ADVANCE mailers to submit and receive data files electronically.

Direct Dial-Up Access

Using a modem, set your communications software according to the following table.

For information on accessing the ADVANCE data on the NCSC BBS, call the ADVANCE Technical Support Department at 800-458-3181. To log on to the NCSC BBS, use your modem to dial 901-681-4534 using the settings in the following table.

Data Bits	8
Parity	None
Stop Bits	1
Duplex	Full
Local Echo	Off
Flow Control	Xon/Xoff
Terminal Emulation	ANSI (if ANSI is not available, try VT102 or VT100)
Baud Rate	300 – 28,800 (Maximum rate supported by your modem and the NCSC BBS)
Phone Number	901-681-4534 (Include any prefix number (e.g., 9) needed to get an outside line followed by a comma (e.g., 9,1-901-681-4534.)
File Transfer Protocol	The first time you log on, the NCSC BBS asks you to choose its default. If your software supports **Zmodem**, we strongly suggest that you select it as your default protocol.

File Transmission Via CompuServe

ADVANCE supports the electronic transfer of data files via CompuServe®. An account has been established on CompuServe® to which customers may transfer ADVANCE data files that can be retrieved by the NCSC. There are two ways to send information electronically to the ADVANCE CompuServe® account: e-mail the information or establish your own CompuServe® account and conduct an account-to-account file transfer.

E-Mail File Transfer

To transmit ADVANCE data files via CompuServe® e-mail, you must have a CompuServe® account that allows you to attach data files. To ensure proper file routing, address your message exactly as follows:
76323.3260@compuserve.com.

Note: The total size of the message cannot exceed two million bytes (i.e., approximately 2MB).

Account-to-Account Transfer

Account-to-account file transfer requires that you obtain a CompuServe® account. Transfer the data file using the CompuServe® file transfer process. For a description of this process, type **GO MAILHELP** after connecting to CompuServe® and follow the instructions provided. The ADVANCE account number for direct messages and file transfers is **76323.3260**.

File Transmission Via the Internet

To transfer files via the Internet, a Web browser (e.g., Internet Explorer or Netscape Navigator) must be installed on your computer, and you must have an Internet provider for Web access. The Web address for file transfers is **advmail.usps.gov**. This URL is the address of the ADVANCE Mailer Web Page, which is used to upload detail and image files. Mailers can also use this Web page to submit header information and obtain reports on current mailings.

Note: To login to this Web page, you must have a valid mailer ID and password assigned by the NCSC.

File Naming Conventions

Participation in ADVANCE requires adherence to specific file-naming conventions. Each mailing will require a minimum of two data files: a header file and a detail file. An image file is requested if a mailer has the ability to scan a mailpiece and create an image file. File-naming conventions have been developed to aid in efficient system administration and accommodate differences in micro- and mainframe naming conventions. Use the specific naming patterns for the platform upon which you operate.

Each data file name consists of two elements: the base file name and the file extension. The base file name cannot exceed eight characters, and the file extension must be comprised of one of the three possible values listed below. To develop the base file name, combine the last three characters of your mailer ID plus one to five unique characters from the mailing ID (a unique, alphanumeric ID assigned to the mailing by the ADVANCE mailer). For example, assume the customer's mailer ID is "BCBBDDE," and that the mailer has assigned a mailing ID of "COM00007." The mailer could develop the following name for the data file:
BCBBDDE + COM00007 = DDE00007

To complete the file naming process, attach the extension ".HDR" to the header record, ".DET" to the detail file, and ".GIF" to the image file, e.g.,
Header File: DDE00007.HDR
Detail File: DDE00007.DET
Image File: DDE00007.GIF

Note: The file naming process reflects ADVANCE mailing extensions. Mail Alert mailing extensions can be found on pages 12-14.

Customers submitting ADVANCE data files on tape are not required to assign file names to the individual data files but must include the base file name to be used in the header record. The NCSC will convert tape files to their equivalent MS-DOS file names using the information in the header records. Customers may also place two files on one tape.

File Placement Order

When these files are submitted on tape media, the order of the files on the tape is critical. The header record must be first, the detail record second, and the image file, if included, must be third. An end-of-file mark must follow each file, and an end-of-tape file must follow the last file on the tape.

Note: The order of files on diskette or in electronic submission is not important.

ADVANCE Standard Mail (A) Header File Layout

The following table defines the file layout for a Standard Mail (A) header file. Submit only one record per file per mailing, and use the file extension ".HDR."

Field Ref Num	Field Description	Logical Length	Field Type*	Begin	End
1	Mailer ID	8	A	1	8
2	Mailing ID	8	A/N	9	16
3	Mailer Name	25	A/N	17	41
4	Contact Name	30	A/N	42	71
5	Contact Voice Phone	12	N	72	83
6	Contact Fax	12	N	84	95
7	Advertiser Name	25	A/N	96	120
8	Advertiser ID	8	A/N	121	128
9	Beginning In-Home Date	8	N	129	136
10	Ending In-Home Date	8	N	137	144
11	Mailpiece Description	60	A/N	145	204
12	Size of Mailpiece	20	A/N	205	224
13	Thickness of Mailpiece	15	A/N	225	239
14	Background Colors	30	A/N	240	269
15	Mailpiece Contact Name	30	A/N	270	299
16	Mailpiece Contact Phone	12	N	300	311
17	Data Files Contact Name	30	A/N	312	341
18	Data Files Contact Phone	12	N	342	353
19	Mail Preparation Container	2	N	354	355
20	Mail Preparation Level	2	N	356	357
21	Drop Shipment Code	2	N	358	359
22	Comments	60	A/N	360	419
23	Mail Class Code	2	A/N	420	421
24	Frequency Code	1	A/N	422	422
25	Carriage Return Line Feed	2		423	424

* Field Type: A = Alpha only; A/N = Alphanumeric; N = Numeric

Note: See Data Element Definitions beginning on page 15 for a detailed description of header file data elements.

ADVANCE Periodicals Header File Layout

The following table defines the file layout for a Periodicals header file. Submit only one record per file per mailing, and use the file extension ".HDR."

Field Ref Num	Field Description	Logical Length	Field Type*	Begin	End
1	Mailer ID	8	A	1	8
2	Mailing ID	8	A/N	9	16
3	Mailer Name	25	A/N	17	41
4	Contact Name	30	A/N	42	71
5	Contact Voice Phone	12	N	72	83
6	Contact Fax	12	N	84	95
7	Publication Name	25	A/N	96	120
8	Publication ID	8	A/N	121	128
9	Issue Date	8	N	129	136
10	Preferred Delivery Date	8	N	137	144
11	Mailpiece Description	60	A/N	145	204
12	Size of Mailpiece	20	A/N	205	224
13	Thickness of Mailpiece	15	A/N	225	239
14	Background Colors	30	A/N	240	269
15	Mailpiece Contact Name	30	A/N	270	299
16	Mailpiece Contact Phone	12	N	300	311
17	Data Files Contact Name	30	A/N	312	341
18	Data Files Contact Phone	12	N	342	353
19	Mail Preparation Container	2	N	354	355
20	Mail Preparation Level	2	N	356	357
21	Drop Shipment Code	2	N	358	359
22	Comments	60	A/N	360	419
23	Mail Class Code	2	A/N	420	421
24	Frequency Code	1	A/N	422	422
25	Carriage Return Line Feed	2		423	424

*   Field Type: A = alpha only; A/N = alphanumeric; N = numeric

Note: See Data Element Definitions beginning on page 15 for a detailed description of header file data elements.

ADVANCE Detail File Layout

The following table defines the file layout for the detail file. Repeat records as necessary, and use the file extension ".DET."

Field Ref Num	Field Description	Logical Length	Field Type*	Begin	End	Content Notes
1	Five-Digit ZIP Code	5	N	1	5	
2	Carrier route number (AMS contains approved carrier route IDs)**	4	A/N	6	9	See First Note Below
3	Total Pieces Per Carrier Route	8	N	10	17	Right Aligned
4	Carrier Return/Line Feed	2		18	19	Required if MS-DOS; Otherwise, Spaces

* Field Type: A = Alpha only; A/N = Alphanumeric; N = Numeric

** For further AMS carrier route information, please contact the NCSC's Customer Support Department at 800-238-3150.

Note: *ADVANCE and Mail Alert mailings should contain data provided for every carrier route receivingmail in a 5-digit ZIP Code. Determining mail volume by carrier route makes location and tracking of your mail easier.*

The detail file layout is identical for ADVANCE and Mail Alert mailings.

To qualify for an intra-area mailing, a mailer should submit a detail file containing records for only the applicable Postal area. Data for other areas should not be included in this file.

ADVANCE Confirmation

After the NCSC receives the mailer data files and successfully processes the data, you will receive a mailer summary letter via fax (see Appendix C).

Mail Alert Standard Mail (A), Standard Mail (B), and First-Class Mail Header File Layout

The following table defines the file layout for a Standard Mail (A), Standard Mail (B), and First-Class Mail Alert header file. Submit only one record per file per mailing, and use the file extension ".HDM."

Field Ref Num	Field Description	Logical Length	Field Type*	Begin	End
1	Mailer ID	08	A	001	008
2	Mailing ID	08	A/N	009	016
3	Mail Prepared By	25	A/N	017	041
4	Mail Owner/Advertiser	25	A/N	042	066
5	System Posting Date	10	N	067	076
6	Mailpiece Description	60	A/N	077	136
7	Type of Mailpiece	02	A	137	138
8	Size of Mailpiece	20	A/N	139	158
9	Thickness of Mailpiece	15	A/N	159	173
10	Background Colors	30	A/N	174	203
11	Mailpiece Contact Name	30	A/N	204	233
12	Mailpiece Contact Phone	12	N	234	245
13	Mailpiece Contact Fax	12	N	246	257
14	Data Files Contact Name	30	A/N	258	287
15	Data Files Contact Phone	12	N	288	299
16	Mail Preparation Container	02	N	300	301
17	Mail Class Code	02	A/N	302	303
18	Mailpiece Count	12	N	304	315
19	Automation Compatible	01	A	316	316
20	Comments	60	A/N	317	376
21	Carriage Return Line Feed	02		377	378

* Field Type: A = Alpha only; A/N = Alphanumeric; N = Numeric

Note: See Data Element Definitions *beginning on page 15 for a detailed description of header file data elements.*

Mail Alert Periodicals Header File Layout

The following table defines the file layout for a Mail Alert Periodicals header file. Submit only one record per file per mailing, and use the file extension ".HDM."

Field Ref Num	Field Description	Logical Length	Field Type*	Begin	End
1	Mailer ID	08	A	001	008
2	Mailing ID	08	A/N	009	016
3	Mail Prepared By	25	A/N	017	041
4	Mail Owner/Advertiser	25	A/N	042	066
5	System Posting Date	10	N	067	076
6	Mailpiece Description	60	A/N	077	136
7	Type of Mailpiece	02	A	137	138
8	Size of Mailpiece	20	A/N	139	158
9	Thickness of Mailpiece	15	A/N	159	173
10	Background Colors	30	A/N	174	203
11	Mailpiece Contact Name	30	A/N	204	233
12	Mailpiece Contact Phone	12	N	234	245
13	Mailpiece Contact Fax	12	N	246	257
14	Data Files Contact Name	30	A/N	258	287
15	Data Files Contact Phone	12	N	288	299
16	Mail Preparation Container	02	N	300	301
17	Mail Class Code	02	A/N	302	303
18	Mailpiece Count	12	N	304	315
19	Automation Compatible	01	A	316	316
20	Frequency Code	01	A	317	317
21	Publication Name	25	A/N	318	318
22	Comments	60	A/N	343	402
23	Carriage Return Line Feed	02		403	404

* Field Type: A = Alpha only; A/N = Alphanumeric; N = Numeric

Note: See Data Element Definitions *beginning on page 15 for a detailed description of header file data elements.*

Mail Alert Detail File Layout

The following table defines the file layout for the Mail Alert detail files. Repeat records as necessary, and use the file extension ".DTM."

Field Ref Num	Field Description	Logical Length	Field Type*	Begin	End	Content Notes
1	Five-Digit ZIP Code	5	N	1	5	
2	Carrier route number (AMS contains approved carrier route IDs)**	4	A/N	6	9	See First Note Below
3	Total Pieces Per Carrier Route	8	N	10	17	Right Aligned
4	Carrier Return/Line Feed	2		18	19	Required if MS-DOS; Otherwise, Spaces

*   Field Type: A = Alpha only; A/N = Alphanumeric; N = Numeric

**   For further AMS carrier route information, please call the NCSC's Customer Support Department at 800-238-3150.

Note: ADVANCE and Mail Alert mailings should contain data provided for every carrier route receivingmail in a 5-digit ZIP Code. Determining mail volume by carrier route makes location and tracking of your mail easier.

The detail file layout is identical for ADVANCE and Mail Alert mailings.

ADVANCE and Mail Alert Data Element Definitions

Advertiser ID
Assigned by NCSC. Leave blank if an ID has not been assigned to the advertiser's name.

Advertiser Name
Name of a company on a mailpiece that best identifies the mailpiece.

Automation Compatible
Code that identifies whether the mail is automation compatible.

Y = Yes

N = No

Background Colors
The background colors of the mailpiece, e.g., blue.

Beginning In-Home Date
Date field that contains the beginning in-home delivery date of the mailing, e.g., 01/10/00.

Comments
The NCSC will include relevant comments in this field.

Contact Fax
Fax number of primary contact.

Contact Name
The name of the individual the NCSC should contact to clarify/resolve any issues associated with the mailing.

Contact Voice Phone
Phone number of primary contact.

Data Files Contact Name
Person to contact with questions or comments regarding the data files.

Data Files Contact Phone
Phone number of the data files contact.

Drop Shipment Code
Identifies the USPS facility at which the mailing was primarily entered.

01 = BMC

02 = SCF

03 = DDU

Ending In-Home Date

Date field that contains the ending in-home delivery date of mailing window, e.g., 01/12/00.

Frequency Code

Identifies the frequency of the mailing.

D = Daily

W = Weekly

B = Biweekly (two times a week)

M = Monthly

S = Bimonthly (two times a month)

Y = Annually (each year)

T = Biannually (two times a year)

Q = Quarterly (four times a year)

Issue Date

Date of issue for the publication.

Daily = MMDDYY

Weekly = MMDDYY

Monthly = MMYY

Mail Class Code

Identifies the type (i.e., class) of mail.

1C = First-Class Mail

2C = Periodicals

3C = Standard Mail (A)

3B = Standard Mail (B)

Mail Owner/Advertiser

Name of the company, preferably on the mailpiece, that best identifies the mailpiece.

Mail Preparation Container

Identifies how the mailing is primarily contained.

01 = Sack

02 = Pallet

03 = Tray

04 = Palletized Sack

05 = Other

Mail Preparation Level
Identifies how the mailing is primarily prepared.

01 = Carrier route

02 = 5 digit

03 = ZIP+4

04 = Prebarcoded

05 = Walk sequence

06 = Saturation

07 = Mixed state

08 = Residual

09 = Other

Mail Prepared By
Name of the company associated with the mailer ID.

Mailer ID
A 7-character alphabetic ID that identifies each ADVANCE and/or Mail Alert customer. The last three digits of the mailer ID are used to create the mailing ID.

Mailer Name
Name of company associated with the mailer ID.

Mailing ID
An 8-character unique alphabetic, numeric, or alphanumeric ID assigned to the ADVANCE and/or Mail Alert mailing by the mailer.

Mailpiece Contact Name
Person to contact with questions or comments regarding the mailpiece or mailpiece image.

Mailpiece Contact Phone
Phone number of mailpiece contact.

Mailpiece Contact Fax
Fax number of mailpiece contact.

Mailpiece Count
Total number of mailpieces in a Mail Alert mailing.

Mailpiece Description
This field contains descriptive information about the mailing that can assist delivery unit personnel in identifying the mailing. It should describe the type of mailpiece and cover design, e.g., Catalog; Blue blocks with dishes pictured.

Preferred Delivery Date

Date upon which delivery is preferred, e.g., 01/15/00.

Publication ID

Unique number assigned to Periodicals mailers by the NCSC that identifies the publication.

Publication Name

Name of the magazine or publication, e.g., *Sports Illustrated* or *TV Guide*.

Size of Mailpiece

Dimensions of the mailpiece, e.g., 8 $^1/2$" x 11".

System Posting Date

Date field that contains the mailer requested date to post the Mail Alert.

Thickness of Mailpiece

Thickness in inches, e.g., $^1/2$" thick.

Type of Mailpiece

Code identifying the type of mail comprising the mailing.

LL = Letters

FF = Flats

PP = Parcels

ADVANCE and Mail Alert Mailpiece Image Files

The image file is the "picture" of the mailpiece being tracked, which aids delivery unit personnel in identification of ADVANCE and Mail Alert mailings. The NCSC prefers that you send an actual mailpiece sample; however, we will accept an electronically scanned image that meets the following requirements:

- The scanned image must be in color and contain both sides of the mailpiece.

- The image must be in .GIF or .PCX format.

- The file must not exceed 500,000 bytes in size.

Note: *We **cannot** accept a faxed copy of the mailpiece. In addition, mailpiece image requirements do not apply to Periodicals mailings, but image files for Periodicals will be accepted and transmitted to the delivery units if received at the NCSC.*

Image File on Tape

If you send your image file on tape, the file must be stored in a binary file format: Do not convert the file to EBCDIC or ASCII.

Image Files via the Internet

If you send your image file via the Internet, the file must be either in .GIF or .PCX format. Otherwise, the file will not upload.

Note: *We prefer that your image file be in .GIF format.*

 The Web address for image file transfers is **advmail.usps.gov** (i.e, the ADVANCE Mailer Web page).

Mailpiece or Facing Slip

The NCSC prefers that you send the actual mailpiece as a hard copy directly to the ADVANCE Technical Support Department at the NCSC. When sending an actual mailpiece, be sure to include your mailer ID and the mailing ID. Also, be sure to provide the NCSC a copy of the facing slip if one is used in the mailing.

Data Reports

ADVANCE provides delivery performance reports for each ADVANCE mailing that are accessible through the NCSC BBS and the ADVANCE Mailer Web page at **advmail.usps.gov**. These reports include an Area Summary Mailer report, a District Summary Mailer report, a ZIP Code Summary Mailer report, Daily Performance by ZIP Code report, and a DUC ZIP Code Comments report. All five reports are displayed for 15 days after the Standard Mail (A) ending in-home date or the Periodicals issue date.

Note: The NCSC BBS only provides the Area, District, and ZIP Summary Mailer reports.

Currently, there are no mailer reports available for Mail Alert notification mailings.

Frequently Asked Questions

Q. Does ADVANCE track all mail classes?

A. No. ADVANCE is currently tracking only Standard Mail (A) mail with specific, requested in-home delivery dates and Periodicals.

Q. If I don't sort my mail by carrier route, can I still use ADVANCE to track delivery?

A. Yes, but mail that is sorted to the 3- or 5-digit level may arrive at the delivery unit commingled with other Standard Mail (A) mailpieces, which means it cannot be easily identified and, thus, cannot be tracked by delivery unit personnel.

The 50 piece minimum per carrier route for Standard Mail (A) ensures that delivery units can identify the mailing.

Q. Should my Standard Mail (A) data file include participating ZIP Codes with routes to which I am mailing less than 50 mailpieces?

A. Yes, because an advisory notice can be sent to the participating delivery units.

Q. What if I produce a Standard Mail (A) mailing with different mailpiece covers or "images" for different areas of the country or even for a single ZIP Code? Would it be treated as a single or multiple mailing?

A. If a mailer produces a mailing that involves multiple covers, it will be treated as a single mailing with regards to the minimum piece requirement. However, you will need to send an image of all the covers, separate header and detail data files identifying the 5-digit ZIP Codes that will receive each cover, and a unique mailing ID for each cover.

Q. Will Standard Mail (A) mail that does not bear a requested in-home delivery date be tracked by ADVANCE?

A. A Standard Mail (A) mailing must have a beginning and ending date for in-home delivery to qualify for tracking by ADVANCE. The in-home delivery date must be printed on the mailpiece or on bundle facing slips. If you are using facing slips, you must send a copy of one to the NCSC.

Q. Are the requirements the same for Standard Mail (A) and Periodicals mailers?

A. Almost, but not exactly. Each participant must submit a header file; however, Periodicals mailers are only required to submit a detail file for every sixth mailing and are NOT required to submit a mailpiece.

Q. Why doesn't ADVANCE calculate on-time service performance for Periodicals mailings?

A. The calculation of on-time service performance would require that the participant provide the origin 3-digit ZIP Code for every mailpiece.

Q. How many ZIP Codes are covered by ADVANCE, and how can I determine which ones are covered?

A. As a rule, any delivery unit that has ten or more carrier routes is covered by the ADVANCE system, i.e., approximately 7,500 DUs serving approximately 11,000 ZIP Codes. The number of participating ZIP Codes will increase as delivery units become equipped with the necessary computer hardware.

> *Note: A list of participating 3- and 5-digit ZIP Codes can be obtained from the NCSC on a 3.5" diskette, downloaded from RIBBS or the NCSC BBS.*

Q. Where do I get reports on the status of my mailing?

A. Consolidated delivery performance reports for each participating ADVANCE mailer will be available via the NCSC BBS or the ADVANCE Mailer Web page.

Q. How do I find out more about ADVANCE and how it might work for me?

A. For more information on ADVANCE, call the ADVANCE Technical Support Department at 800-458-3181, or a USPS account representative. If you wish to contact the headquarters ADVANCE National program manager, call 202-268-3636 or send your correspondence to

GLEN D COURNOYER
SERVICE MANAGEMENT POLICIES AND PROGRAMS
UNITED STATES POSTAL SERVICE
475 LENFANT PLZ SW RM 6801
WASHINGTON DC 20260-1603

Appendix A: Area ADVANCE Coordinators

The following table contains the address and telephone number for each area ADVANCE Coordinator. A contact person for each area office can assist you with ADVANCE-related issues.

Area	Address	Phone Number
New York Metro	14202 20TH AVE RM 320 FLUSHING NY 11351-0200	800-504-2622 FAX 718-539-6743
Northeast	6 GRIFFIN RD N WINDSOR CT 06006-7030	860-285-7066 FAX 860-285-1260
Allegheny	1 MARQUIS PLAZA 5315 CAMPBELLS RUN RD PITTSBURGH PA 15277-7030	412-494-2564 FAX 412-494-2542
Mid-Atlantic	2800 SHIRLINGTON RD FL 12 ARLINGTON VA 22206-7030	703-824-7078 FAX 703-824-7065
Western	1745 STOUT ST STE 600 DENVER CO 80299-2000	303-313-5884 FAX 303-313-5013
Pacific	400 OYSTER PT STE 315 SOUTH SAN FRANCISCO CA 94099-4200	800-613-2622 FAX 650-635-3035
Southwest	7800 N STEMMONS FWY STE 900 DALLAS TX 75247-4225	877-695-2622 FAX 214-905-9225
Southeast	225 N HUMPHREYS BLVD FL 5 MEMPHIS TN 38166-0860	800-317-2622 FAX 901-747-7482
Midwest	PO BOX 66603 SAINT LOUIS MO 63166-6603	800-814-0382 FAX 314-692-5470
Great Lakes	244 KNOLLWOOD DR FL 3 BLOOMINGDALE IL 60117-5090	800-992-3544 FAX 630-539-7599
Capital Metro	16501 SHADY GROVE RD GAITHERSBURG MD 20898-9201	877-413-2622 FAX 301-548-1471

Note: *For the most accurate, up-to-date contact information, check the ADVANCE Mailer Web page at* ***advmail.usps.gov****.*

Appendix B: Summary Report Samples

Sample 1: Area Summary Report

Area Summary for Advance Mailer: TSTBXYZ
Mailing: XYZ COMPANY - XYZ11111 (SMA)
Scheduled Delivery: 04/14/2000 - 04/16/2000
ALL AREAS

✕ **Download to Excel** 🚫   ⓘ Delivery Performance Information

Area	Total Tracked	SMA On-Time	SMA Early	SMA Late	Not Located	No Response	Incomplete
NEW YORK METRO							
ZIP:	474	409	47	11	5	0	2
PCT:	100%	86.3%	9.9%	2.3%	1.1%	--.-	0.4%
QTY:	71,307	61,888	7,036	1,482	750	0	151
PCT:	100%	86.8%	9.9%	2.1%	1.1%	--.-	0.2%
NORTHEAST							
ZIP:	239	190	0	0	0	0	49
PCT:	100%	79.5%	--.-	--.-	--.-	--.-	20.5%
QTY:	36,067	32,735	0	0	0	0	3,332
PCT:	100%	90.8%	--.-	--.-	--.-	--.-	9.2%
ALLEGHENY							
ZIP:	515	466	0	0	0	0	49
PCT:	100%	90.5%	--.-	--.-	--.-	--.-	9.5%
QTY:	77,527	74,195	0	0	0	0	3,332
PCT:	100%	95.7%	--.-	--.-	--.-	--.-	4.3%
WESTERN							
ZIP:	422	352	49	0	21	0	0
PCT:	100%	83.4%	11.6%	--.-	5.0%	--.-	--.-
QTY:	63,639	53,139	7,350	0	3,150	0	0
PCT:	100%	83.5%	11.5%	--.-	4.9%	--.-	--.-
PACIFIC							
ZIP:	1,097	1,095	1	0	0	0	1
PCT:	100%	99.8%	0.1%	--.-	--.-	--.-	0.1%
QTY:	164,830	164,530	150	81	0	0	69
PCT:	100%	99.8%	0.1%	0.0%	--.-	--.-	0.0%
OVERALL TOTALS							
ZIP:	2,747	2,512	97	11	26	0	101
PCT:	100%	91.4%	3.5%	0.4%	0.9%	--.-	3.7%
QTY:	413,370	386,487	14,536	1,563	3,900	0	6,884
PCT:	100%	93.5%	3.5%	0.4%	0.9%	--.-	1.7%

Area Summary for Advance Mailer: TSTBXYZ
Mailing: XYZ COMPANY - XYZ11111 (SMA)
Scheduled Delivery: 04/14/2000 - 04/16/2000
ALL AREAS

Report Date: 04/17/2000

Note: *This sample represents only the first page of a multi-page report. If this summary report is being viewed as text, the report formatting may vary slightly from the format above. This report was printed after the mailing was closed.*

For the most accurate, up-to-date area summary report, check the ADVANCE Mailer Web page at **advmail.usps.gov.**

Sample 2: District Summary Report

District Summary for Advance Mailer: TSTBXYZ
Mailing: XYZ COMPANY - XYZ11111 (SMA)
Scheduled Delivery: 04/14/2000 - 04/16/2000
ALL AREAS

✗ Download to Excel 🌐   ❶ Delivery Performance Information

District	Total Tracked	SMA On-Time	SMA Early	SMA Late	Not Located	No Response	Incomplete
NY METRO - NEW YORK							
ZIP:	141	88	36	11	5	0	1
PCT:	100%	62.4%	25.5%	7.8%	3.5%	--.-	0.7%
QTY:	21,213	13,520	5,393	1,482	750	0	68
PCT:	100%	63.7%	25.4%	7.0%	3.5%	--.-	0.3%
NY METRO - WESTCHESTER							
ZIP:	79	72	7	0	0	0	0
PCT:	100%	91.1%	8.9%	--.-	--.-	--.-	--.-
QTY:	11,874	10,831	1,043	0	0	0	0
PCT:	100%	91.2%	8.8%	--.-	--.-	--.-	--.-
NY METRO - TRIBORO							
ZIP:	137	132	4	0	0	0	1
PCT:	100%	96.4%	2.9%	--.-	--.-	--.-	0.7%
QTY:	20,624	19,941	600	0	0	0	83
PCT:	100%	96.7%	2.9%	--.-	--.-	--.-	0.4%
NY METRO - LONG ISLAND							
ZIP:	117	117	0	0	0	0	0
PCT:	100%	100.0%	--.-	--.-	--.-	--.-	--.-
QTY:	17,596	17,596	0	0	0	0	0
PCT:	100%	100.0%	--.-	--.-	--.-	--.-	--.-
NORTHEAST - ALBANY							
ZIP:	127	83	0	0	0	0	44
PCT:	100%	65.4%	--.-	--.-	--.-	--.-	34.6%
QTY:	19,159	16,167	0	0	0	0	2,992
PCT:	100%	84.4%	--.-	--.-	--.-	--.-	15.6%
NORTHEAST - WESTERN NY							
ZIP:	112	107	0	0	0	0	5
PCT:	100%	95.5%	--.-	--.-	--.-	--.-	4.5%
QTY:	16,908	16,568	0	0	0	0	340
PCT:	100%	98.0%	--.-	--.-	--.-	--.-	2.0%
ALLEGHENY - SO JERSEY							
ZIP:	27	27	0	0	0	0	0
PCT:	100%	100.0%	--.-	--.-	--.-	--.-	--.-
QTY:	4,067	4,067	0	0	0	0	0
PCT:	100%	100.0%	--.-	--.-	--.-	--.-	--.-
ALLEGHENY - PITTSBURGH							
ZIP:	93	82	0	0	0	0	11

Note: *This sample represents only the first page of a multi-page report. If this summary report is being viewed as text, report formatting may vary slightly from the format above. This report was printed after the mailing was closed.*

For the most accurate, up-to-date ZIP summary report, check the ADVANCE Mailer Web page at **advmail.usps.gov**.

Sample 3: ZIP Summary Report

ZIP Code Summary for Advance Mailer: TSTBXYZ
Mailing: XYZ11111 - XYZ COMPANY
Scheduled Delivery: 04/14/2000 - 04/16/2000
NY METRO AREA
Next Area >>

X **Download to Excel**

(* = DUC ZIP Code)

Area Totals

ZIP Code	Mail Located	Begin Delivery	End Delivery	Pcs Trkd	ZIP Code	Mail Located	Begin Delivery	End Delivery	Pcs Trkd
10001	04/13/2000	04/14/2000	04/15/2000	150	* 10002	04/12/2000	04/15/2000	--	150
* 10003	04/13/2000	04/14/2000	04/15/2000	150	* 10004	04/14/2000	04/16/2000	04/16/2000	150
* 10005	04/13/2000	04/14/2000	04/15/2000	150	10006	04/13/2000	04/14/2000	04/16/2000	150
* 10007	04/14/2000	04/17/2000	04/17/2000	150	* 10009	04/14/2000	04/18/2000	04/18/2000	150
* 10010	04/13/2000	04/14/2000	04/15/2000	150	* 10011	04/13/2000	04/14/2000	04/15/2000	150
10012	04/14/2000	04/18/2000	04/18/2000	150	* 10013	04/13/2000	04/14/2000	04/15/2000	150
* 10014	04/12/2000	04/14/2000	04/18/2000	150	* 10016	04/13/2000	04/14/2000	04/15/2000	150
* 10017	04/14/2000	04/18/2000	04/18/2000	150	* 10018	--	--	--	150
* 10019	04/13/2000	04/14/2000	04/15/2000	150	10020	04/13/2000	04/14/2000	04/15/2000	150
* 10021	04/14/2000	04/17/2000	04/19/2000	150	* 10022	04/13/2000	04/14/2000	04/15/2000	150
* 10023	04/13/2000	04/14/2000	04/15/2000	150	* 10024	04/14/2000	04/17/2000	04/18/2000	150
* 10025	04/13/2000	04/14/2000	04/15/2000	150	10026	04/13/2000	04/14/2000	04/14/2000	150
* 10027	04/13/2000	04/14/2000	04/15/2000	150	* 10028	04/13/2000	04/14/2000	04/15/2000	150
* 10029	04/13/2000	04/14/2000	04/15/2000	150	* 10030	04/13/2000	04/14/2000	04/15/2000	150
* 10031	04/13/2000	04/14/2000	04/15/2000	150	* 10032	04/13/2000	04/14/2000	04/15/2000	150
* 10033	04/13/2000	04/14/2000	04/15/2000	150	* 10034	04/13/2000	04/14/2000	04/15/2000	150
* 10035	04/14/2000	04/14/2000	04/14/2000	150	* 10036	--	--	--	150
* 10037	04/13/2000	04/14/2000	04/15/2000	150	* 10038	04/19/2000	04/20/2000	04/22/2000	150
* 10039	04/13/2000	04/14/2000	04/15/2000	150	* 10040	04/15/2000	04/16/2000	04/17/2000	150
10041	04/14/2000	04/16/2000	04/17/2000	150	10044	04/13/2000	04/14/2000	04/15/2000	150
10048	04/13/2000	04/14/2000	04/15/2000	150	10055	04/13/2000	04/14/2000	04/14/2000	150
10101	04/12/2000	04/12/2000	04/14/2000	150	10102	04/13/2000	04/14/2000	04/15/2000	150
10103	04/13/2000	04/14/2000	04/15/2000	150	10104	04/13/2000	04/14/2000	04/15/2000	150
10105	04/13/2000	04/14/2000	04/15/2000	150	10106	04/13/2000	04/14/2000	04/15/2000	150
10107	04/13/2000	04/14/2000	04/15/2000	150	10108	04/13/2000	04/14/2000	04/15/2000	150
10109	04/12/2000	04/12/2000	04/14/2000	150	10110	04/13/2000	04/14/2000	04/15/2000	150
10111	04/12/2000	04/12/2000	04/14/2000	150	10112	04/13/2000	04/14/2000	04/15/2000	150
10113	--	--	--	150	10114	04/13/2000	04/14/2000	04/15/2000	150
10116	04/12/2000	04/12/2000	04/14/2000	150	10117	04/13/2000	04/14/2000	04/15/2000	150
10118	04/12/2000	04/12/2000	04/14/2000	150	10119	04/13/2000	04/14/2000	04/15/2000	150

Note: *This sample represents only the first page of a multi-page report. If this summary report is being viewed as text, report formatting may vary slightly from the format above. This report was printed after the mailing was closed.*

*For the most accurate, up-to-date ZIP summary report, check the ADVANCE Mailer Web page at **advmail.usps.gov**.*

Sample 4: Daily Performance by ZIP Report (Cumulative)

Performance by ZIP Code for Advance Mailer: TSTBXYZ
Mailing: XYZ11111 - XYZ COMPANY
Scheduled Delivery: Friday, 04/14/2000 - Sunday, 04/16/2000
NY METRO AREA
Next Area >>

Download: ○ Excel File   ○ Text File

Sort by: ● Delivery Unit   ○ ZIP Code

Unit Name	ZIP Code	Quantity	Date Located	Cumulative Percent Delivered					
				Sat (04/15)	Mon	Tue	Wed	Thu	Fri (04/14)
- 10002 KNICKERBOCKER STATION	10002	150	04/12/2000	55 %					
Comments: none									
- 10003 COOPER STATION	10003	150	04/13/2000	100 %					55 %
- 10003 COOPER STATION	10211	150	04/14/2000	100 %					50 %
- 10003 COOPER STATION	10276	150	04/12/2000				50 %	100 %	
- 10004 BOWLING GREEN STATION	10004	150	04/14/2000						
Comments: Facing slips have different dates than posted in-home dates									
- 10004 BOWLING GREEN STATION	10006	150	04/13/2000	100 %					55 %
- 10004 BOWLING GREEN STATION	10041	150	04/14/2000		100 %				
Comments: Please drop mail at your appointment time									
- 10004 BOWLING GREEN STATION	10274	150	04/14/2000						100 %
- 10004 BOWLING GREEN STATION	10280	150	04/12/2000			.	50 %	95 %	100 %
Comments: Have had route adjustments; please update your files									
- 10005 WALL STREET STATION	10005	150	04/13/2000	100 %					55 %
- 10005 WALL STREET STATION	10265	150	04/14/2000	100 %					50 %
- 10005 WALL STREET STATION	10268	150	04/14/2000	100 %					50 %
- 10005 WALL STREET STATION	10270	150	04/14/2000	100 %					50 %
- 10005 WALL STREET STATION	10271	150	04/14/2000	100 %					50 %
- 10007 CHURCH STREET STATION	10007	150	04/14/2000		100 %				
Comments: still have not received this mail									
- 10007 CHURCH STREET STATION	10048	150	04/13/2000	100 %					55 %
- 10007 CHURCH STREET STATION	10278	150	04/14/2000	100 %					50 %
- 10007 CHURCH STREET STATION	10279	150	04/14/2000	100 %					50 %
- 10007 CHURCH STREET STATION	10281	150	04/14/2000	100 %					50 %

Note: *This sample represents only the first page of a multi-page report. If this summary report is being viewed as text, report formatting may vary slightly from the format above. This report was printed after the mailing was closed.*

*For the most accurate, up-to-date ZIP summary report, check the ADVANCE Mailer Web page at **advmail.usps.gov**.*

Sample 5: Daily Performance by ZIP Report (Additive)

Performance by ZIP Code for Advance Mailer: TSTBXYZ
Mailing: XYZ11111 - XYZ COMPANY
Scheduled Delivery: Friday, 04/14/2000 - Sunday, 04/16/2000
NY METRO AREA
Next Area >>

Download: O Excel File O Text File

Sort by: ⦿ Delivery Unit O ZIP Code

Unit Name	ZIP Code	Quantity	Date Located	Additive Percent Delivered Sat (04/15)	Mon	Tue	Wed	Thu	Fri (04/14)
- 10002 KNICKERBOCKER STATION	10002	150	04/12/2000	55 %					
Comments: none									
- 10003 COOPER STATION	10003	150	04/13/2000	45 %					55 %
- 10003 COOPER STATION	10211	150	04/14/2000	50 %					50 %
- 10003 COOPER STATION	10276	150	04/12/2000				50 %	50 %	
- 10004 BOWLING GREEN STATION	10004	150	04/14/2000						
Comments: Facing slips have different dates than posted in-home dates									
- 10004 BOWLING GREEN STATION	10006	150	04/13/2000	45 %					55 %
- 10004 BOWLING GREEN STATION	10041	150	04/14/2000		75 %				
Comments: Please drop mail at your appointment time									
- 10004 BOWLING GREEN STATION	10274	150	04/14/2000						100 %
- 10004 BOWLING GREEN STATION	10280	150	04/12/2000				50 %	45 %	5 %
Comments: Have had route adjustments; please update your files									
- 10005 WALL STREET STATION	10005	150	04/13/2000	45 %					55 %
- 10005 WALL STREET STATION	10265	150	04/14/2000	50 %					50 %
- 10005 WALL STREET STATION	10268	150	04/14/2000	50 %					50 %
- 10005 WALL STREET STATION	10270	150	04/14/2000	50 %					50 %
- 10005 WALL STREET STATION	10271	150	04/14/2000	50 %					50 %
- 10007 CHURCH STREET STATION	10007	150	04/14/2000		100 %				
Comments: still have not received this mail									
- 10007 CHURCH STREET STATION	10048	150	04/13/2000	45 %					55 %
- 10007 CHURCH STREET STATION	10278	150	04/14/2000	50 %					50 %
- 10007 CHURCH STREET STATION	10279	150	04/14/2000	50 %					50 %
- 10007 CHURCH STREET STATION	10281	150	04/14/2000	50 %					50 %
- 10009 PETER STUYVESANT STA	10009	150	04/14/2000			100 %			

Note: This sample represents only the first page of a multi-page report. If this summary report is being viewed as text, report formatting may vary slightly from the format above. This report was printed after the mailing was closed.

For the most accurate, up-to-date ZIP summary report, check the ADVANCE Mailer Web page at **advmail.usps.gov**.

Sample 6: DUC ZIP Code Comments Report

DUC ZIP Code Comments to the Mailer
ALL AREAS
ALL Mailings

13 Record(s)
ALL Mailings

District Code	DUC ZIP Code	ZIP Code	Mailing	Scheduled Delivery	Delivery Begin/End
100	10002	10002	XYZ COMPANY (XYZ11111)	04/14/2000 - 04/16/2000	04/15/2000 - ?
Comments to Mailer: none					
100	10004	10004	XYZ COMPANY (XYZ11111)	04/14/2000 - 04/16/2000	04/16/2000 - 04/16/2000
Comments to Mailer: Facing slips have different dates than posted in-home dates					
100	10004	10041	XYZ COMPANY (XYZ11111)	04/14/2000 - 04/16/2000	04/16/2000 - 04/17/2000
Comments to Mailer: Please drop mail at your appointment time					
100	10004	10280	XYZ COMPANY (XYZ11111)	04/14/2000 - 04/16/2000	04/12/2000 - 04/14/2000
Comments to Mailer: Have had route adjustments; please update your files					
100	10007	10007	XYZ COMPANY (XYZ11111)	04/14/2000 - 04/16/2000	04/17/2000 - 04/17/2000
Comments to Mailer: still have not received this mail					
100	10013	10012	XYZ COMPANY (XYZ11111)	04/14/2000 - 04/16/2000	04/18/2000 - 04/18/2000
Comments to Mailer: mail arrived at station on the five pm truck					
100	10014	10014	XYZ COMPANY (XYZ11111)	04/14/2000 - 04/16/2000	04/14/2000 - 04/18/2000
Comments to Mailer: mailing was not complete; not all routes received					
100	10021	10021	XYZ COMPANY (XYZ11111)	04/14/2000 - 04/16/2000	04/17/2000 - 04/19/2000
Comments to Mailer: additional pieces came in on 1/27					
100	10024	10024	XYZ COMPANY (XYZ11111)	04/14/2000 - 04/16/2000	04/17/2000 - 04/18/2000
Comments to Mailer: still didn't receive this mailing as of 1/21 @ 0600					
100	10038	10038	XYZ COMPANY (XYZ11111)	04/14/2000 - 04/16/2000	04/20/2000 - 04/22/2000
Comments to Mailer: Thanks for using new route info					
105	10514	10514	XYZ COMPANY (XYZ11111)	04/14/2000 - 04/16/2000	04/12/2000 - 04/14/2000
Comments to Mailer: Additional pieces received in unit on 1/22					
900	90001	90001	XYZ COMPANY (XYZJJJDD)	04/11/2000 - 04/12/2000	--
Comments to Mailer: I never can find this mailing					
900	90008	90056	XYZ COMPANY (XYZ11111)	04/14/2000 - 04/16/2000	04/17/2000 - ?
Comments to Mailer: nice picture					

DUC Comments to the Mailer

> *Note:*   *This sample represents only the first page of a multi-page report. If this summary report is being viewed as text, report formatting may vary slightly from the format above. This report was printed after the mailing was closed.*
>
> *For the most accurate, up-to-date ZIP summary report, check the ADVANCE Mailer Web page at* **advmail.usps.gov**.

Appendix C: Mailer Summary Letter

ADVANCE NOTIFICATION & TRACKING SYSTEM
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS, TN 38188-0001

February 01, 2000

Dear JOHN DOE,

We processed your mailing, XYZ12345, on 01/24/2000. The in-home dates for this mailing are 02/01/2000 to 02/02/2000. The distribution of ZIP Codes by USPS area is listed below.

Area	Total		Tracked	
Name	ZIPs	Pieces	ZIPs	Pieces
===========	=======	=========	=======	=========
NEW YORK METRO	367	337494	361	336946
NORTHEAST	353	208079	353	208079
PACIFIC	466	401919	466	401919
SOUTHWEST	289	144615	289	144615
SOUTHEAST	372	164883	372	164883
GREAT LAKES	281	201833	281	201833
TOTALS	2128	1458823	2122	1458275

Thank you for your participation in the ADVANCE Notification & Tracking System. If you have any questions or comments, please contact ADVANCE Technical Support at 800-458-3181 or e-mail us at nadv1@email.usps.gov.

Sincerely,

NCSC ADVANCE Technical Support

ADVANCE Mailer ID Application Form

To request an ADVANCE mailer ID, which is required for participation in the ADVANCE system, please complete this form and send it to the address at the bottom of the page. The ADVANCE mailer ID can be used for an ADVANCE mailing and/or a Mail Alert notification mailing. After the form is processed, the NCSC will assign you an ADVANCE mailer ID.

Please Print:

_____
Contact Name

_____
Mailer/Firm Name

_____
Advertiser Name *(List all advertisers to be tracked.)*

_____
Complete Street Address, PO Box, or Rural Route and Box   **Suite#**

_____
City   **State**   **ZIP+4 Code**

_____
Country *(If other than U.S.)*

_____
Area Code and Telephone   **Fax**

_____
Password *(Can be up to 8 alpha/numeric characters)*

Send completed form to

ADVANCE
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

For more information or assistance, call 800-458-3181.

Address Management/NCSC Use Only

Mailer ID Assigned: _____

Password Assigned: _____

Date Customer Notified: _____